



An Equal Opportunity Employer

**AUTHORIZATION FOR RELEASE OF INFORMATION
TO THE COUNTY OF PLACER**

&

INTERAGENCY INFORMATION REQUEST

www.placer.ca.gov/jobs



145 Fulweiler Ave., Suite 200 ♦ Auburn, CA ♦ 95603 ♦ tel. (530) 889-4060 ♦ job line (530) 889-4070

In addition to becoming eligible for employment through a competitive process, Placer County's Civil Service Rules allow qualified applicants to be placed on a Public Agency Eligible List and certified as eligible for appointment. Applicants must have held permanent status in the classified service of a California public agency that operates under a personnel civil service or merit system and meet other criteria as outlined below.

Your current/former employee has completed the enclosed Authorization for Release of Information to the County of Placer. This form allows you to release information Placer County needs to determine his/her eligibility for placement on a Public Agency Eligible List. Please respond to the questions on the enclosed Interagency Information Request and return this form and copies of the applicable classification specification(s) within 7 working days. The individual's application package is not complete until this information is received from you. Please send completed forms and specifications to:

Placer County Personnel Department
145 Fulweiler Ave., Suite 200
Auburn, CA 95603
(530) 889-4060 phone
(530) 889-4078 fax

Placement on a Placer County Public Agency Eligible List requires that applicants have held permanent status in the classified service of a California public agency that operates under a personnel civil service or merit system; and, meet the following criteria:

1. The classification in which Placer County employment is contemplated must possess the same or less minimum qualifications as the class in which the individual holds/held permanent status and be substantially similar in job assignment and responsibility.
2. The individual must have been employed by a California public agency within one year prior to the date the completed application and required documentation is received by Placer County Personnel.
3. The individual must submit written information from the public agency confirming their permanent status and containing the following statements:
 - The employment record of the individual has been entirely satisfactory;
 - The individual has not been separated for cause;
 - The individual was appointed to the class in which he/she holds/held permanent status from an eligible list resulting from a qualifying or competitive examination;
 - If not currently employed by the other agency, the individual is eligible for reinstatement in the class in which he/she held permanent status.
4. If the above criteria is met and the necessary application and documents are received by Placer County Personnel, qualified applicants may be placed on the Public Agency Eligible List and managed in accordance with Chapter 3.08.170 (Definitions); 3.08.1090 (Separation and Reinstatement) and 3.08.1150 (Reinstatement following resignation or voluntary demotion).

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To: Agency Name

Agency Human Resources/Personnel Department Address

City

State

Zip Code

Agency Telephone Number

Agency email Address

Agency Contact Person

I, _____
Name (first, middle initial, last)

Social Security Number

authorize you to provide the County of Placer with any and all information requested, including but not limited to my confidential employment history and appraisals of my performance. This information is to be used to determine my eligibility for placement on a Placer County Public Agency Eligible List(s).

Placer County classification(s) applying for:

Please use exact classification titles. Job specifications and classification titles are available at the Placer County Personnel department office and at www.placer.ca.gov/jobs select Job Specifications and Salary Information.

I hereby release you, your organization, and others from any liability for damage, which may result from furnishing the information requested.

Applicant's Signature

Date

Applicant's Address (Street, City, State, Zip Code)

Applicant's Telephone Number

Applicant's email address

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Please complete this document, enclose the appropriate job/class specifications and mail within 7 business days to:
Placer County Personnel Department 145 Fulweiler Ave., Suite 200 Auburn, CA 95603 (530) 889-4060 phone (530) 889-4078 fax

INTERAGENCY INFORMATION REQUEST
Placer County Personnel Department

Name of Current/Former Employee Seeking Interagency Transfer

Social Security Number

| | Employment Dates From – To | List job class(es) held by the employee identified above | Current/last base salary per hour | Step/Level | Describe the type of qualifying or competitive exam(s) that were used to test applicants for the jobs listed below. |
|----------------|---------------------------------------|---|--|-------------------|--|
| <i>Example</i> | 6/98-11/03 | <i>Police Officer</i> | | | <i>Written Exam, Physical Agility Test, and Oral Exam</i> |
| Job #1 | | | | | |
| Job #2 | | | | | |
| Job #3 | | | | | |

Please enclose copies of the job/class specifications for each job listed above.

| Please answer the following questions about your agency: | Yes | No |
|--|------------|-----------|
| Do you have Personnel Rules/Policies on recruitment, examinations, and selection that were adopted by your Board of Supervisors or similar body? | | |
| Do you conduct open and competitive recruitments, e.g. post flyers, advertise? | | |
| Do you ensure that candidates meet the minimum job requirements when tested, appointed, and promoted? | | |
| Do you use selection procedures that are job-related and maximize validity, reliability, and objectivity, in accordance with the Uniform Guidelines on Employee Selection? | | |
| Do you establish employment lists based on a ranking system and select candidates from employment lists? | | |

If No please provide additional information:

| Please answer the following questions about the current/former employee named above: | Yes | No | Job # |
|--|------------|-----------|--------------|
| Were these appointment(s) the result of qualifying or competitive examination(s)? If No, identify job(s) by number. | | | |
| Did the employee achieve permanent status in these job(s)? If No, identify job(s) by number. | | | |
| Has the employee performed satisfactorily in these job(s)? If No, identify job(s) by number. Date of last performance evaluation | | | |
| Is/was the employee considered a contractor, unclassified or at-will employee? If Yes, identify job(s) by number. | | | |
| If not currently employed by your agency, is the employee eligible for reinstatement in the class in which he/she held permanent status. | | | |

Please provide additional information to explain above:

Signed _____ Print Name _____ Date _____

Title _____ Phone Number _____ email _____